Department of the Navy Civilian Employee Assistance Program (DONCEAP)

LIVE WEBINARS | JANUARY - DECEMBER 2017

January 10, 2017 | 1:00p ET / 12:00p CT Managing Balance Between Work and Life

Start out the new year with better balance. In this webinar, we'll discuss some common stressors associated with trying to keep it all together, and learn how you can begin to create a more harmonious relationship between your personal and professional time all year long.

February 7, 2017 | 1:00p ET / 12:00p CT Put Procrastination in its Place – Right Now

We all know that putting off tasks is detrimental to productivity and can increase stress – yet we all do it from time-to-time. This month, see how organizing and prioritizing your time, and recognizing when to delegate or ask for help can positively impact your to-do lists.

March 7, 2017 | 1:00p ET / 12:00p CT Federal Benefits: Best Kept Secrets

Are you getting the most out of your Federal benefits? In this session, financial experts at F³E (the Foundation for Financial Education) will show you how to make the most of what's available to you. Learn the rules of the game, retirement tax brackets and exit strategies, as well as free insurance, thrift savings plans (TSPs), and more.

FOR SUPERVISORS

March 28, 2017 | 1:00p ET / 12:00p CT The Benefits of Being a Balanced Boss

Perhaps you encourage your staff to maintain a good and equal work/life balance – but do you practice what you preach? As a manager, you inherently lead by example and, whether you realize it or not, you set a tone for how your team operates. This webinar will help you achieve a personal balance that benefits you and your employees.

April 11, 2017 | 1:00p ET / 12:00p CT Keeping Your Mind Sharp

There are countless advantages to keeping yourself in the best mental shape possible. This webinar will discuss a few of the most important benefits, show you ways to improve your memory, and provide brain training tips. Plus, discover brain power habits to live by daily!

May 9, 2017 | 1:00p ET / 12:00p CT Surviving Stress

Stress is inevitable, but how you deal with it can make all the difference. During this webinar, you'll learn how to get perspective on good and bad stress, while also acquiring practical tools to effectively deal with everyday stress-inducers.

June 13, 2017 | 1:00p ET / 12:00p CT Teaching Children Tolerance

Children are exposed to difference almost daily, and teaching them tolerance can be daunting. In this session, we'll help you handle tough questions and show how you can coach your children through difficult situations, implement consequences of bullying, and identify signs that your child may be a bully.

FOR SUPERVISORS

June 27, 2017 | 1:00p ET / 12:00p CT Supporting Employees in Times of Change

Transitions are tough and as a manager, you must deal with change not only as an employee, but also as the leader of a team that may be experiencing a sense of loss and uncertainty. This quarter's webinar focuses on how supervisors and managers can encourage employees and settle anxiety while still maintaining productivity.









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July 11, 2017 | 1:00p ET / 12:00p CT Moving Through Loss

Loss comes in many forms – death of a loved one or pet, end of a relationship, termination or retirement from a job – yet the grieving process remains quite similar. This month, learn how you can cope with loss and help others work through their own grief, as well.

August 8, 2017 | 1:00p ET / 12:00p CT Anxiety: When it's More Than Just Worrying

Everyone worries – from children and relationships to work and finances, it's natural to experience concern. But when situational unease turns to fret over almost anything and becomes debilitating, anxiety may be to blame. In this session, we'll discuss anxiety versus worry, and how to cope with and support an anxious loved one. Plus, get tips to lessen your own anxiety levels, and how to recognize when to get help.

September 12, 2017 | 1:00p ET / 12:00p CT Financial Fitness

Learning to properly manage your money may seem daunting, but with the right information, you'll be well on your way toward being financially fit. This webinar will provide suggestions and tools to help with cash flow management, the basics of tax planning, and creating a financial road map. Plus, get an introduction to estate planning, overcoming obstacles to creating wealth, and learn about maximum savings and investment plans.

FOR SUPERVISORS

September 26, 2017 | 1:00p ET / 12:00p CT Retaining Good Employees

Hiring qualified employees is only the first step in growing your team. Keeping that talent is another thing entirely and is perhaps the most important aspect of long term success. This quarter, discover how to engage, develop, and coach employees for the long term.

October 10, 2017 | 1:00p ET / 12:00p CT Keeping You and Your Family Safe from Scams

Because scams are so prevalent that they are regularly featured in the media, it may be hard to believe that you or a loved one could be exploited to the point of emotional or financial ruin, and even physical danger. But the reality is that it can happen to even the most savvy of victims. This webinar will expose specific risks to children and the elderly, and teach you to detect and protect against scams, fraud, and identity theft.

November 7, 2017 | 1:00p ET / 12:00p CT Mindful Eating

Whether you eat to live or live to eat, it's important to know when you're eating mindlessly – especially on the job where food can be social or an element to pass time. Gain awareness of physical and emotional hunger cues in this month's webinar where we'll discuss how to recognize triggers, choose food for nourishment, satisfaction and energy.

FOR SUPERVISORS

December 5, 2017 | 1:00p ET / 12:00p CTGetting Employees Engaged

Employee engagement is crucial to the success of your team and its overall workplace contribution. Productivity, loyalty, work quality, and reliability are all products of high engagement. This quarter you'll gain tools to foster motivation, create partnerships, and communicate effectively with employees.

December 12, 2017 | 1:00p ET / 12:00p CTDeveloping Personal Goals

We often have so much on our plates that we tend to back-burner personal goals. Making an effort to focus on *you*, however, creates a formula for longterm success that benefits everyone in your life. This seminar will help you say *yes* to putting yourself first, outline the benefits of self-awareness, and help you take advantage of your talents and dream fulfillment to enhance your quality of life.







